



MAINE REAL ESTATE NEWS

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from the director's desk

carol j leighton

Real Estate Commission Adopts New Rules

New Heating Disclosure Rule Effective November 1, 2002

Commission's Fee Rule Moved to OLR Chapter 10 August 5, 2002

The Commission adopted the proposed changes to Chapter 330, Sections 9, 15 and 17; Chapter 360, Sections 3 and 5; Chapter 370, Sections 2,3, 4 and 7; Chapter 380, and Chapter 390, Sections 1, 2 and 3. The changes to Chapter 330, Section 9 and the changes to Chapters 360, 370, 380 and 390 were all adopted as proposed and reported in the Spring/Summer 2002 edition of the newsletter and all changes to those chapters became effective on August 5, 2002.

Copies of the rules are available and may be downloaded from the Office of Licensing & Registration's website at www.maineprofessionalreg.org. In addition, the Secretary of State's website should be updated in the next few weeks and a complete copy of the Commission's rules, including the most recent changes, may be downloaded from that site. Access to the Secretary of State's web page may be made by selecting the "laws/rules" button on the Office of Licensing & Registration's website or from the "Government" tab on the State of Maine homepage at www.maine.gov.

The Office of Licensing & Registration's (OLR) adoption of Chapter 10, Section 35 moves the Commission's fee rule from Chapter 380 of the Commission's rules to the Office's

fee rule chapter. Copies of Chapter 10 are also available from the websites listed above.

The changes to Chapter 330, Sections 15 & 17 (new heating disclosure requirements) will become effective on ***November 1, 2002***. The delayed effective date is intended to allow adequate time for designated brokers to amend and/or supplement the agency's property disclosure forms to include the new heating disclosure requirement. Adoption of the new "Heating Disclosure" rule repeals the former "Insulation Disclosure" rule. In proposing the repeal of the "Insulation Disclosure" rule, the Commission noted that information on a disclosure form about insulation is very often of little value to a consumer. Sellers do not always have accurate information, especially if the insulation was installed prior to the seller's current ownership. Visual inspection of the property was also not easily accomplished by licensees. The Commission determined that a more meaningful area of disclosure is the heating system/sources servicing the property. The heating disclosure rule was adopted after public hearing and comment, which resulted in some changes to the rule as proposed and reported in the Spring/Summer edition. The new heating disclosure rule appears in full below.

Chapter 330, Section 17 Heating Disclosure

A licensee listing a single-family residential property, a multi-family property or a commercial property with a residential component, and a licensee representing a buyer in such transactions when property is not listed with an agency, shall ask the seller for the following information regarding the heating system(s) and/or source(s):

- A. Type(s);
- B. Age of system/source(s);
- C. Name of company who services system/source(s);
- D. Date of most recent service call;
- E. Annual consumption per system/source (i.e., gallons, kilowatt hours, cords);
- F. Malfunctions per system/source within the past 2 years.

Such information and any other information pertinent to the heating systems(s) and/or source(s) shall be conveyed, in writing, to a buyer prior to or during the preparation of an offer. The fact that information pertinent to the heating system(s) and/or source(s) is not available shall be conveyed, in writing, when such is the case.

More on the new heating disclosure on page 6

License Renewal & Continuing Education Audit Update

Carol J. Leighton, Director

It has been six months since the Commission enacted its policy of requiring the renewing licensee to certify that the licensee meets all qualifications for renewal, including completion of 15 clock hours of approved continuing education, upon submission of the renewal application to the Commission. Submission of the renewal application with that certification will result in the Commission's reliance on the certification and the renewal license will be issued. The Commission randomly selects a certain percentage of renewals for the previous month and requests that the licensee verify the completion of the 15 clock hours as certified for the issuance of the renewal license.

During the 6-month period, we have audited approximately 120 renewed licensees and, of that number, 13 licensees were found to have not completed 15 clock hours of approved continuing education as certified by the submission of the renewal application. Several other audit responses are under review. The 13 licensees have all been sanctioned by the Commission either by entering into a consent agreement or after hearing. The sanctions imposed to date have ranged from a minimum \$500 fine to a \$2,500 fine with a 30-day suspension. The underlying conduct in these cases has included failing to complete the current core course, submitting certificates for courses used to renew two years ago, miscalculating the number of clock hours earned, returning distance education courses for scoring but not receiving certificates verifying completion at time of renewal and registering for courses but not completing the courses. Regardless of the underlying reason, the fact is that the licensee had not completed 15 clock hours of approved continuing education as the licensee certified for the issuance of the renewal license. As evidenced by the actions reported above, the Commission has established a zero tolerance policy for such conduct and will impose sanctions for such conduct.

The good news is that the majority (approximately 87%) of licensees responding to the audit had completed 15 clock hours of approved continuing education as they had certified with the submission of the renewal application. The Commission's expectation is 100% compliance.

WHAT YOU CAN DO TO HELP THE COMMISSION ACHIEVE ITS GOAL OF 100% COMPLIANCE

✓ **Read your renewal application.** It says "By submitting this application, **I hereby certify** that I have not been convicted of a crime (other than minor traffic violations) since my last renewal and **that I have met the requirements for renewal, including completion of 15 hours of approved continuing education. I understand that the Real Estate Commission will rely upon this information for issuance of my license and that sanctions may be imposed, including suspension or revocation of my license, if this certification is found to be false**" (emphasis added).

✓ **Check your course certificates before renewing.** By submitting your renewal application, you are telling the Commission that you have met all the requirements for renewal on that date; **not** that you **may be registered** to take some courses or that you have **returned a distance education course examination for scoring** but that you have actually completed the courses, including the current core course, and that you **have in your possession the course certificates to verify the certification statement on the date you mail your renewal application.**

✓ **Know what core course is required.** The Commission has required completion of a 3-hour core course for renewal for several years. During that time, the Commission has changed the core course every couple of years to ensure that the course topic is timely and meaningful. After approval of a new core course, the Commission establishes a date, usually several months after approval, by which all licensees renewing or activating after that date are required to complete the new core course. For example, the current core course "Fair Housing & Diversity" was approved in July 2001 and became mandatory for renewal and/or activation on January 1, 2002.

✓ **Submit the application and fee for any individual requests for continuing education credit upon completion of the course.** If you complete a course that is not pre-approved by the Commission and you want to receive continuing education credit for the course, you must apply for and receive written notification of individual continuing education approval from the Real Estate Commission **before** you submit your renewal application.

✓ **Know the dates your continuing education is valid.** If you renew your license late, remember that any continuing education completed for that renewal may not be used for the next renewal cycle. For example, a licensee was last due for renewal on September 5, 2000 but did not complete all the continuing education hours until October 1, 2000, at which time he renewed his license. The license is now due for renewal again on September 5, 2002. None of the continuing education taken for the September 2000 renewal can be counted for the 2002 renewal, even though some of the courses were completed within the current 2000-2002 license term. The courses completed before the license was last renewed on October 1 cannot be double counted for the 2002 renewal.

MOST IMPORTANTLY

DO NOT Submit Your License Renewal Application Until You Have Checked EACH Course Certificate to Ensure That The Courses Are Valid Toward Your Current Renewal, That You Have Completed the Correct Core Course and That You Have Completed the Minimum 15 Hours Required for Renewal

CURRENT CASES

Karen L. Bivins, Deputy Director

On March 21, 2002 the members of the Commission accepted a consent agreement entered into by the Director and Kimberly J. MacDowell of Saco, Maine. MacDowell is a sales agent who prepared a "broker price opinion" for a mortgage company. The mortgage company paid a fee of \$100.00 for the service. MacDowell conducted a drive-by inspection of the property, prepared and completed an opinion form provided by the mortgage company, and affixed her name and company information on the form. MacDowell did not include the required disclaimer as required by 32 M.R.S.A. § 14004(2), nor did she hold the type of license necessary for rendering an opinion of value under that statute.

MacDowell was found in violation of 32 M.R.S.A. §13067(1)(H). She agreed to pay a fine of \$200.00.



On June 6, 2002 the members of the Commission accepted a consent agreement entered into by the Director and William P. Clark of Windham, Maine. Clark is a broker who failed to complete 15 hours of continuing education prior to license renewal.

As part of his license renewal application, Clark certified that he had completed 15 hours of approved continuing education. After being selected for audit, it was discovered that Clark completed only 14 hours of continuing education.

Clark was found in violation of 32 M.R.S.A. § 13067(1)(A). He agreed to pay a fine of \$500.00 and to submit documentation of his completion of an approved continuing education course of at least 2 clock hours.



On June 6, 2002 the members of the Commission accepted a consent agreement entered into by the Director and Wanda G. Syphers of Portsmouth, New Hampshire. Syphers is a designated broker who failed to complete 15 hours of approved continuing education prior to license renewal.

As part of her license renewal application, Syphers certified that she had completed 15 hours of approved continuing education. After being selected for audit, it was discovered that Syphers completed only 10 hours of continuing education.

Syphers was found in violation of 32 M.R.S.A. § 13067(1)(A). She agreed to pay a fine of \$1,500.00 and to submit documentation of her completion of the remaining 5 hours of continuing education. In addition, she agreed to submit documentation of her completion of 15 hours of approved continuing education with her next renewal.



On June 6, 2002 the members of the Commission accepted a consent agreement entered into by the Director and Russell E. Wood of Sanford, Maine. Wood is a sales agent who failed to disclose a criminal conviction on his sales agent license application.

Wood stated on his sales agent license application that he had not been convicted of a crime by any court. After the license was issued, the Director learned that Wood had been convicted in 1977 of disorderly conduct. After being contacted by the Director, Wood submitted an amendment to the application disclosing the conviction.

Wood was found in violation of 32 M.R.S.A. §§ 13067(1)(F) and 13191(1). He agreed to pay a fine of \$200.00.



On June 27, 2002 the members of the Commission accepted a consent agreement entered into by the Director and Roberta S. Barclay of Holden, Maine. Barclay is an inactive associate broker who failed to notify the Director of a change in her original license qualifications within 10 days of the change.

Barclay was convicted of the Class E offense of "Driving to Endanger" on July 5, 2001. She did not notify the Director of the conviction until June 5, 2002.

Barclay was found in violation of 32 M.R.S.A. § 13195. She agreed to pay a fine of \$200.00.



On June 27, 2002 the members of the Commission accepted a consent agreement entered into by the Director and Lynne B.

Pedersen of Newton, Massachusetts. Pedersen is a designated broker who failed to complete 15 hours of approved continuing education for license renewal.

As part of her license renewal application, Pedersen certified that she had completed 15 hours of approved continuing education. After being selected for audit, it was discovered that Pedersen did not complete the required core course.

Pedersen was found in violation of 32 M.R.S.A. § 13067(1)(A). She agreed to pay a fine of \$500.00 and to complete the required core course.



On June 27, 2002 the members of the Commission accepted a consent agreement entered into by the Director and Scott A. Schenker of Yarmouth, Maine. Schenker is an associate broker who failed to complete 15 hours of approved continuing education prior to license renewal. After being selected for audit, it was discovered that Schenker did not complete the required core course.

Schenker was found in violation of 32 M.R.S.A. § 13067(1)(A). He agreed to pay a fine of \$700.00 and to submit documentation of completion of 15 hours of approved continuing education with his next license renewal application.



On June 27, 2002 the members of the Commission accepted a consent agreement entered into by the Director and Lyle R. White of Rumford, Maine. White is a designated broker who allowed agency affiliates to conduct brokerage not in compliance with his written agency policy.

White had a written agency policy that required buyer broker agreements to be in writing, and required licensees to obtain the written agreement of buyers when appointing specific licensees to represent those buyers. In practice, verbal buyer broker agreements were accepted, and the appointment of a licensee to represent a buyer was not made in writing.

continued next page

In a separate matter under investigation, White maintained an earnest money deposit in his agency trust account for a transaction that was to close on or before April 2, 1999. The sale did not close. White learned from the buyer broker in his company that he had not heard anything from the buyer since the previous fall. Although it had been usual to contact the buyer by email or telephone, a postal mailing address was on file at the agency. White did not attempt to contact the buyer about the earnest money deposit. He maintained the deposit in his trust account.

In August 1999 the buyer spoke to White at the agency office and requested the return of the deposit. White spoke to the seller, who agreed to release the money to the buyer. White did not release the funds, claiming again that he could not contact the buyer.

After being notified of the complaint from the buyer, which included the same mailing address on file at White's office, White released the deposit to the buyer.

White was found in violation of 32 M.R.S.A. §§ 13067(1)(F), 13067(1)(I)(1), 13178, and Chapter 320 Section 1(B) of the Maine Real Estate Commission Rules. He agreed to pay a fine of \$2,500.00, to complete successfully an educational course, and to submit to the Commission a written policy that accurately reflects the practices of his agency.

On July 25, 2002 the members of the Commission accepted a consent agreement entered into by the Director and Steven Brunette of Sanford, Maine. Brunette is a broker who failed in his duty to his seller clients and his buyer clients in a disclosed dual agency transaction.

Brunette represented the sellers of property listed for sale with his agency. He also represented the buyers who entered into a purchase and sale agreement to purchase the listed property. The sellers and buyers had previously agreed to disclosed dual agency representation.

Prior to closing, the buyers asked to be allowed to move into the property. Brunette prepared an "access agreement" addressing the early occupancy. He had the buyers sign the agreement but did not ask the sellers to sign, nor did he provide them a copy until a later date. The sellers understood that the buyers were

moving some of their belongings to the property before closing, but did not intend to allow the buyers to occupy the property prior to closing.

Brunette did not advise either the sellers or the buyers that the terms of the "access agreement" might impose legal obligations upon the parties that were separate and distinct from, and/or contradictory to, the obligations already in place under the terms of the purchase and sale agreement.

The buyers moved into the property prior to the closing. Within a few days, the sellers arrived at the property, discovered the buyers living there, and learned about the "access agreement".

Brunette was found in violation of 32 M.R.S.A. § 13067(1)(A) and 3 separate violations of 32 M.R.S.A. § 13067(1)(G). He agreed to pay a fine of \$3,000.00.

On July 25, 2002 the members of the Commission accepted a consent agreement entered into by the Director and William P. Ledoux of Scarborough, Maine. Ledoux is a sales agent who failed to disclose a criminal conviction. Ledoux stated on his sales agent license application that he had not been convicted of a crime by any court. After the license was issued, the Director learned that Ledoux had been convicted in 1978 of criminal mischief. After being contacted by the Director, Ledoux submitted an amendment to the application disclosing the conviction.

Ledoux was found in violation of 32 M.R.S.A. §§ 13067(1)(F) and 13191(1). He agreed to pay a fine of \$200.00.

On August 22, 2002 the members of the Commission ratified their decision reached after a hearing on July 25, 2002 involving Norman A. Baker of Shapleigh, Maine. Baker is a designated broker who failed to complete 15 clock hours of approved continuing education prior to license renewal.

As part of his license renewal application, Baker certified that he had completed 15 hours of approved continuing education. After being selected for audit, it was discovered that Baker had completed all 15 hours of his continuing education after submitting his renewal application, and 9 of those hours were completed after being notified of the audit.

Baker was found in violation of 32

M.R.S.A. §§ 13067(1)(A) and (D). His designated broker license was suspended for 30 days. He was ordered to pay a fine of \$2,500.00 and to submit documentation of completion of 15 hours of approved continuing education with his next license renewal application.

On August 22, 2002 the members of the Commission ratified their decision reached after a hearing on July 25, 2002 involving Judy Haley of Berwick, Maine. Haley is a designated broker who failed to complete 15 hours of approved continuing education prior to license renewal.

As part of her license renewal application, Haley certified that she had completed 15 hours of approved continuing education. After being selected for audit, it was discovered that Haley had not completed the core course.

Haley was found in violation of 32 M.R.S.A. § 13067(1)(A). She was ordered to pay a fine of \$500.00.

On August 22, 2002 the members of the Commission ratified their decision reached after a hearing on July 25, 2002 involving Michael A. Sturgis of Harrison, Maine. Sturgis was a sales agent who failed to disclose a criminal conviction on his license application.

Sturgis disclosed on his application that he can be convicted of operating under the influence and operating after suspension. Based on the information provided in the application, a sales agent license was issued to Sturgis. After receiving a criminal history report from the State Bureau of Investigation, it was discovered that Sturgis had been convicted of disorderly conduct in 1985, violation of protection from abuse order in 1991, criminal mischief in 1991, and assault in 1998.

Sturgis was found in violation of 32 M.R.S.A. §§ 13067(1)(A) and (D). The Commission ordered the immediate revocation of Sturgis' sales agent license.

On August 22, 2002 the members of the Commission accepted a consent agreement entered into by the Director and Joseph P. Robbins of Machias, Maine. Robbins is a designated broker who failed to disclose to his client that he was returning part of an earnest money deposit to the buyer.

Robbins' agency had listed for sale an 8 acre parcel of land. A buyer was

found and a purchase and sale agreement was negotiated between the buyer and seller. When the sale did not close, the seller requested the earnest money deposit. Robbins asked the buyer for authorization to release the deposit to the seller. The buyer notified Robbins that the deposit should be paid to the seller, but that the buyer understood from the terms of the contract that half of the deposit was to be paid to the agency. Robbins then forwarded half the deposit to his client, the seller, and informed her that the other half would be retained by the agency as per the terms of the contract. He subsequently returned the other half of the deposit to the buyer without informing the seller.

Robbins was found in violation of 32 M.R.S.A. §§ 13067(1)(A) and (D). He agreed to pay a fine of \$1,000.00.

On August 22, 2002 the members of the Commission accepted a consent agreement entered into by the Director and Joseph P. O'Donnell of Portland, Maine. O'Donnell is a broker who failed to complete 15 hours of approved continuing education prior to license renewal.

As part of his license renewal application, O'Donnell certified that he had completed 15 hours of approved continuing education. After being selected for audit, it was discovered that O'Donnell had completed all 15 hours of his continuing education after submitting his renewal application, and 9 of those hours were completed after being notified of the audit.

O'Donnell was found in violation of 32 M.R.S.A. §§ 13067(1)(A), (D) and (F). He agreed to pay a fine of \$1,500.00 and to submit documentation of completion of 15 hours of approved continuing education with his next license renewal application.

On August 22, 2002 the members of the Commission accepted a consent agreement entered into by the Director and Lorraine E. Kavanagh of Wells, Maine. Kavanagh is an associate broker who failed to complete 15 hours of approved continuing education prior to license renewal.

As part of her license renewal application, Kavanagh certified that she had completed 15 hours of approved continuing education. After being audited, it was discovered that Kavanagh

had completed the core course after submission of her renewal application.

Kavanagh was found in violation of 32 M.R.S.A. § 13067(1)(A). She agreed to pay a fine of \$800.00 and to submit documentation of completion of 15 hours of approved continuing education with her next license renewal application.

On August 22, 2002 the members of the Commission accepted a consent agreement entered into by the Director and Anne Marie Cooke of Scarborough, Maine. Cooke is an associate broker who failed to complete 15 hours of approved continuing education prior to license renewal.

As part of her license renewal application, Cooke certified that she had completed 15 hours of approved continuing education. After being selected for audit, it was discovered that Cooke had completed only 12 hours of continuing education prior to renewal.

Cooke was found in violation of 32 M.R.S.A. §§ 13067(1)(A), (D) and (F). She agreed to pay a fine of \$1,000.00, to submit documentation of her completion of 3 hours of approved continuing education for her current renewal, and to submit documentation of completion of 15 hours of approved continuing education with her next license renewal application.

On August 22, 2002 the members of the Commission accepted a consent agreement entered into by the Director and Irving J. Patterson of Sanford, Maine. Patterson is a broker who failed to complete 15 hours of approved continuing education prior to license renewal.

As part of his license renewal application, Patterson certified that he had completed 15 hours of approved continuing education. After being selected for audit, it was discovered that Patterson had completed the 15 hours of education 4 days after submission of his renewal application.

Patterson was found in violation of 32 M.R.S.A. §§ 13067(1)(A), (D) and (F). He agreed to pay a fine of \$1,000.00 and to submit documentation of completion of 15 hours of approved continuing education with his next license renewal application.

On August 22, 2002 the members of the Commission accepted a consent agreement entered into by the Director and Paula G. Agopian of Portland, Maine. Agopian is an associate broker who failed to complete 15 hours of approved continuing education prior to license renewal.

As part of her license renewal application, Agopian certified that she had completed 15 hours of approved continuing education. After being selected for audit, it was discovered that Agopian had completed 6 hours of her education after submission of her renewal application.

Agopian was found in violation of 32 M.R.S.A. § 13067(1)(A). She agreed to pay a fine of \$800.00 and to submit documentation of 15 hours of approved continuing education with her next license renewal application.

Criminal Conviction..?? Notify the Commission!!

License Law (32 M.R.S.A. §13195) requires that you notify the Commission of any criminal conviction within 10 days of the conviction. You are also required to make the same disclosure when you renew your license.

The notification must include a copy of the court record and a written explanation of the circumstances of the conviction. Remember, many traffic-related convictions (Operating Under the Influence, Driving to Endanger, etc.) are criminal convictions and must be reported within 10 days of such conviction.

If you are uncertain whether you have a criminal conviction (Class E or above), be prudent and make the disclosure.

Q & A: THE NEW HEATING DISCLOSURE RULE

- Q.** When will the new heating disclosure need to be made to prospective buyers?
- A.** *The heating disclosure will be required for any offer prepared on or after November 1, 2002. As with the other property disclosure rules, the rule requires that the heating disclosure information must be conveyed, in writing, to a buyer prior to or during preparation of an offer.*
- Q.** I just re-ordered my agency property disclosure forms, which include the soon to be repealed “insulation disclosure”. What should I do?
- A.** *Repeal of the Commission’s insulation rule does not require you to remove the insulation disclosure questions from your agency’s property disclosure form. On November 1, 2002, the insulation disclosure will no longer be required by Commission rule. The designated broker may want to continue to obtain and disclose information specific to the insulation as part of the agency’s property disclosure. If the designated broker decides to continue to use the existing property disclosure forms until they are depleted, any offers prepared on or after November 1, 2002 must include the written heating disclosure. The heating system disclosure may be inserted or attached to the existing property disclosure form or presented separately from the existing property disclosure form, as long as the disclosure is made in writing prior to or during the preparation of an offer.*
- Q.** Is the heating disclosure limited to the primary heating system?
- A.** *No. The Commission specifically included the words “systems” and “sources” in order to ensure that all types of heating servicing the property would be included. There was a concern that the use of “system” or “source” alone might unintentionally limit the inclusion of information about heating for a property. For example, if a portable kerosene heater is used to heat a home in addition to electric heat, the portable kerosene heater is one of the heating sources for the property and the disclosure must include information about both the portable kerosene heater and electric heat.*
- Q.** If the seller has a portable heating source stored in the basement or closet but does not use it to heat the home, are we required to include the portable heating source on the disclosure?
- A.** *No. The disclosure is to be made for any heating system/source that is used by the seller to heat the property.*
- Q.** Does “Age of system/source” mean the date of installation?
- A.** *No. It is not uncommon for a used heating system to be installed. Disclosing only the date of the installation in that situation would be misleading.*
- Q.** Does the date of the most recent service call include a regular maintenance call?
- A.** *Yes.*
- Q.** Does the annual consumption mean the cost per system/source?
- A.** *No. “Annual consumption” refers to the amount of fuel/energy used, such as the number of gallons of fuel, kilowatt hours, cords of wood, etc.*

Contact the Commission at 207/624-8515 if you have other questions about the new heating disclosure rule.

CHECK THE STATUS OF YOUR LICENSE ONLINE

Just renewed your license, changed agencies or applied for a new license?? Want to know whether or not your application has been processed? Need quick access to your license number or expire date? All that and more is available with the "Find a Licensee" feature on the Office of Licensing & Registration's (OLR) website at www.maineprofessionalreg.org.

Individual licensee records include:

- License number
- Date of first license
- Issue date (date the last licensing transaction for this license took place, i.e., the date affiliation to a new company took place, the date the license was renewed, the date the licensee terminated affiliation with a company, etc.)
- Current license expire date
- Status of the license (i.e., active, inactive, expired)
- Type of license (Broker, Associate Broker, Sales Agent)
- Company with which licensee is affiliated (particularly useful for those checking on a new company affiliation)
- Company address and phone number
- Access to the company and designated broker's records

Company records include:

- Company license number
- Date of first license
- Issue date (date the last licensing transaction for this license took place, effective date of a change to the company information, such as address, dba or trade name, etc.)
- Current license expire date
- Status of the license (i.e., active, inactive, expired)
- Type of license (Corporation, Individual Proprietorship, Limited Liability, etc.)
- Designated Broker name and license number
- Full list of affiliated licensees
- Company address and phone number
- Access to designated broker and affiliated licensee's records.

To use "Find a Licensee", go to www.maineprofessionalreg.org to open OLR's home page and click on **"Find a Licensee"**. We recommend you read the instruction page before performing your search, but here are a few hints to help you get started:

- DO NOT include punctuation or suffixes (i.e., Jr., Sr., II, ect.)
- For hyphenated names, type in part of the name and the % wildcard, i.e. search for Mary Smith-Jones as Smith%.
- For best results when searching for a company, type in part of the company name and use the % wildcard.
- To narrow your search when looking up a franchisee company, such as Century 21, RE/MAX, Prudential, ERA, etc., type in the franchise name *and* part of the company name with the % wildcard. For example, to look up a company called Century 21 Best Practices, type in Century 21 Best%. Conversely, if you want to see all companies with a particular franchise, type in just the franchise name with the wildcard.

Once the search results are displayed, just click on the underlined name to see the details.

Try it ... you'll like it!!!!

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in this issue

<i>from the director's desk -</i>	
<i>new rules</i>	<i>1</i>
<i>renewal & ce audit</i>	<i>2</i>
<i>current cases</i>	<i>3</i>
<i>heating disclosure Q & A ...</i>	<i>6</i>
<i>get license status online</i>	<i>7</i>
<i>renew online</i>	<i>8</i>

DEPARTMENT OF PROFESSIONAL
& FINANCIAL REGULATION
MAINE REAL ESTATE COMMISSION
35 STATE HOUSE STATION
AUGUSTA, ME 04333

**ONLINE**

Online renewal is easier than ever now that you are no longer required to submit continuing education certificates when you renew.

Just go to OLR's website at www.maineprofessionalreg.org
Click  and fill out the form.

It's that easy!!

No more anxiety over whether the Commission receives your mailed application in time. You can renew your license up to 90 days before the expire date, so there's no excuse for late renewal! It's quick and easy and each transaction is electronically date stamped so you can rest assured that even if you submit your online renewal on the day your license expires, you will not be charged the \$50 late fee.

{Keep in mind, however, that you must have completed the full 15 hours of continuing education on or before the date you renew your license. Ed.}

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